

## eVA Interface and Integration - Import/Export Group

Meeting Minutes  
July 17, 2003

### Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 7/17/2003 in Richmond.

### Present:

Eugene Anderson, DGS/DPS	Cheryl Kimball, DOLI/DCR (phone)
Mary Baker, DMME (phone)	Andy Kmett, VCE
Becky Barnett, DGS/DPS	Marion Lancaster, DGS
Regina Baxter, DMHMRSAS (phone)	Joy Lazarus, DMHMRSAS (phone)
Jan Bond, DGS/DPS	Parvin Mirshahi, DGS
Richard Brough, DSS	Jim Roberts, DMHMRSAS (phone)
Chris Childress, DOLI (phone)	Nelly Romero, DMAS
Dennis Colannino, DMAS	Kim Rudisill, DEQ
Charlie Curran, VDH	Steve Rusch (phone)
Martha Freeland, DMV (phone)	Jennifer Schreck, APA
Kenny Goins, JMU (phone)	Ellie Withers, UVA (phone)
Maria Hatcher, DGS	

### A. Approval of Agenda

1. Policy – PIM Availability and Fees (Eugene Anderson, Becky Barnett)
2. Procedures for Order Distribution (Maria Hatcher)
3. Data Center Move – UAT/Training (Marion Lancaster)
4. System Availability (Marion Lancaster)
5. Holding Tank Status (Maria Hatcher)
6. Exempt Logic (Marion Lancaster)
7. Congratulations to VCE (Marion Lancaster)
8. Next Meeting Schedule

### B. Approval of Minutes

Previous meeting minutes not reviewed.

### C. Issues

#### Open Issues

#### Closed Issues

No items closed at this session.

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## D. New Business

### 1. Policy – PIM Availability and Fees

- Becky Barnett reported that a letter from the Secretary of Administrative will be sent out, by the end of July, to all vice-presidents of colleges/universities and agency heads explaining the eVA transaction fees. Becky explained that with the exception of “eVA Exempt Orders” any orders processed and handled through eVA eMall (online or interface) will incur a transaction fee (1% capped at \$500) and a transaction fee invoice will be sent to the vendor whether or not the vendor location is registered in eVA.
- Becky explained that “eVA Exempt Order” processed and handled through eVA eMall (i.e. any orders with an Exempt PO Category of E02, P02, S02 or R02) will incur a transaction fee (1% capped at \$500) and AMS will send the transaction fee invoice to the agency and not the vendor. Interface ‘Exception’ orders (i.e., any order with a Preferred Order Method of “Exception”), handled through the message broker, will not incur a transaction fee since the order is not processed via the eVA eMall and the order information is collected strictly for analytical reporting purposes.
- No AMS transaction fee is incurred for orders that go into the Holding Database and are later transferred to the eVA data warehouse, since these orders are not handled or processed through the eVA eMall.
- Maria Hatcher explained to the group how the new PIM can be accessed for eVA and non-eVA users. Below are the instructions:
  - i. Non-eVA Users:
    - On your web browser type [www.dgs.state.va.us](http://www.dgs.state.va.us)
    - Click on the DPS button
    - Click on the Manual button
    - Click on the APSPM link
    - Scroll down the page to Change 13 Document (Adobe or MSWord)
  - ii. eVA Users:
    - Logon to eVA with your user id and password
    - Click on the Reports & Documents link
    - Go to Tools page
    - Click on link 1 (APSPM Manual) under DPS Manuals Section
    - Scroll down the page to Change 13 Document (Adobe or MSWord)
- In response to Cheryl Kimball’s question on orders that are sent to state agencies setup as vendors in eVA, Becky explained that these orders should be processed like any other registered vendor order. In these cases, the agency must not use the Exempt PO Categories (i.e., E02, P02, S02 or R02).
- In response to Mary Baker’s question concerning exempt items dropped from the list (i.e. construction), Eugene responded that the list of exemptions has been changed, effective 07/01/03, to exclude construction.

### 2. Procedure for Order Distribution

- Maria Hatcher reported that vendors are reporting that interface agencies are submitting duplicate orders to be filled. Some agencies are faxing order from their ERP system, and then sending the order again through the interface to be delivered to the vendor electronically. Since most of vendors have automated system that processes the interface orders, (no human intervention to read comments such as “CONFIRMING ORDER”), it’s causing problems when the same order is duplicated (since all interface purchase order number must be prefixed with the agency’s number, i.e., A194\_99999, and it seems order faxed to the vendors from ERP systems are not prefixed with the agency’s number, i.e. 99999), duplicates are not detected. Vendors are stating that this duplicate method of purchase order delivery to them is becoming costly on their part. Unless you have made special arrangements with a vendor, please do not fax the order from your ERP system, and then submit the order through the interface to be delivered to the vendor electronically. Some agencies, such as DMME (contact - Mary Baker), in conjunction with the vendor has developed procedures on how to handle CONFIRMING ORDERS delivered through the interface that will not cause duplicates.

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3. Data Center Move
  - Marion Lancaster reported on AMS success of moving eVA Production from New York to Sterling, VA on the 4<sup>th</sup> of July weekend. Again, AMS is getting ready to move the eVA UAT and Training environments from New York to Sterling, VA, starting tomorrow July 18, 2003. This time AMS is shutting down UAT and Training, pulling the plug, loading the servers on trucks and moving the hardware from New York to Sterling, VA. Starting tomorrow from 2:00 P.M. until July 28, 2003 UAT and Training will be unavailable to all users. BizTalk UAT will not be available during this period for interface testing. Maria will send out a notice to agencies when BizTalk UAT is back online and interface testing can be resumed.
4. System Availability
  - Marc Berlove provided a schedule of the availability of eVA (Production only). These times apply to the standard operation of the eVA system, and does not account for scheduled migrations, bounces, or special data fixes.

Portal: Down for nightly bounce from 12:30 AM until 12:40 AM. Note, when the portal is down no end users can access eVA. Even though some application may be up and running during this time, access via the portal will be impossible.

Ariba: Down for nightly batch processes from Midnight until 3:00 AM. This time does vary based on the amount of data being loaded into the Ariba. In the past it has finished as late as 5:00 AM. Currently in the Sterling data center, 3:00 AM is the norm.

Ariba Interfaces process 11:50 PM until 3:00 AM. The interface process starts to run when the Ariba server comes back up. If the nightly Ariba data load runs late, so will the interface process.

ADVANTAGE: No schedule downtime.

VSS: No schedule downtime.
  - Marion asked Marc to provide similar schedule for UAT.
5. Holding Tank
  - Maria Hatcher reported on the progress of the Holding Tank analysis. Richard Carr from AMS has completed his analysis of the Holding Tank and reported several fields (optional and derived values) that COVA is currently not populating. COVA (Marion, Parvin and Maria) will review the list to determine if the missing data identified by AMS is needed for reporting purposes and if the interface agencies need to be involved in making some of decisions.
6. Exempt Logic
  - Marion discussed the four new exempt PO Categories now available in the eMall and how they are handled through the interface. The exempt PO Categories are: R02 – Routine Exempt, S02 – Sole Source Exempt, P02 – Proprietary Exempt and E02 – Emergency Exempt. The codes were created for reporting and billing purposes to identify exempt orders in the eVA data warehouse.
  - Marion explained that any orders (Exempt or not) processed and handled through the eVA eMall will have a data source or 'BUYER' in the eVA data warehouse. Any Exempt (EXCEPTION) interface orders that went to the holding tank will have a data source of 'IMPORT' in the eVA data warehouse (when this functionality is available to load the holding tank orders into the eVA data warehouse).
  - Marion explained that any interface exempt (EXCEPTION) orders that comes from the agency with the PO Category of R01 will be changed to R02, S01 will be changed to S02, so on. The BizTalk message broker has been programmed to make this change.
7. Congratulations to VCE
  - Marion congratulated Andy Kmett on the VCE's success of going live with the import interface this week. VCE is now working on their export interface.

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8. Next Interface Meeting
  - There was a discussion on the frequency of the meeting, if monthly meetings are still needed. The group agreed that meeting should take place quarterly, unless special situation arises and the group needs to meet sooner. Probably will have a meeting next month to give status on the progress of the holding tank data. Agencies will be notified.

**Open Action Items**

- Ellie Withers (VCU) asked for the status of the request to add the last modified date to agency's Bill and Ship to address records. Marion will get status from AMS.

**Closed Action Items**

Prepared by Maria Hatcher

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